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Tender

## Internal Cleaning

Broadstairs & St Peter's Town Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-070903

Procurement identifier (OCID): ocds-h6vhtk-05da0d

Published 4 November 2025, 3:04pm

## Scope

### Description

Invitation to Tender for a 3 year Internal Cleaning Contract for Broadstairs & St Peter's Town Council

Broadstairs & St Peter's Town Council wishes to offer a three year contract (1st January 2026 to 31st December 2028) to a supplier who will provide the cleaning for Pierremont Hall, Broadstairs.

1. The Contract is for the internal cleaning of the communal areas, toilets, kitchens and bookable event spaces, Pierremont Hall, Pierremont Avenue, Broadstairs, CT10 1JX.

2. Cleaning areas to include:

Ground Floor- Kitchen, communal hallway and staircase, Council Chamber, two unisex toilets and one accessible toilet.

First Floor- Hallway and stairs, kitchenette, ladies' toilets- three cubicles, men's toilets- one cubicle and one urinal, Mayors Parlour meeting room.

Second Floor- Hall, landing and one unisex toilet.

Music Room and one unisex toilet.

3. Cleaning schedule for areas as per annex 2.

4. All internal doors to have door wedges removed & doors to be closed after cleaning completed.

5. A cleaning cupboard will be provided to the contractor. The contractor to provide their own cleaning solutions and equipment, including vacuum cleaner, cloths and mops etc. but hand soap and toilet rolls will be provided.

6. Parking is available during the period of cleaning. The times of daily cleaning can be flexible, but the Council Chamber, downstairs kitchen and Mayor's Parlour meeting room and Music Room must be cleaned before 10am each day.

7. The contractor shall be liable for and shall indemnify the Council against loss, liability, claim or proceedings in respect of any injury or damage whatsoever to any property real or personal in so far as such injury or damage arises out of any negligence, omission or default of the Contractor, their employees or agents employed by them. A certificate of public liability insurance should be submitted with the tender bid.

8. Following award, the successful Tenderer shall not sub-contract or sub-let all or any part of the contract without the consent of the Council. The Successful Tenderer shall remain wholly responsible for the contract.

9. Tenderers must ensure that all information provided within their tender submission is accurate. The inclusion of information which is found to be false or misleading will result in the tender being rejected. Furthermore, in the event that false or misleading information comes to light after the award of the contract, this may result in termination of the contract.

10. The Council is subject to the terms of the Freedom of Information Act 2000. Tenderers should be aware that the information provided in the completed tender and contractual documents could be disclosed in response to a request under the Freedom of Information Act. We will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by tenderers will be accepted "in confidence" and the Council will accept no liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act

11. The tenderer shall not unlawfully discriminate within the meaning and scope of the provisions of the Race Relations (NI) Order 1997, Sex Discrimination (NI) Order 1976 (as amended), Fair Employment and Treatment (NI) Order 1998 and the Disability Discrimination Act 1995 and shall take all reasonable steps to ensure that all employees or agents of the tenderer employed in the execution of the contract do not unlawfully

discriminate.

12. The Council requires that all organisations who submit tenders comply in full with the requirements of the Bribery Act 2010.

### **Total value (estimated)**

- £45,000 including VAT

Below the relevant threshold

### **Contract dates (estimated)**

- 1 January 2026 to 31 December 2028
- 3 years

### **Main procurement category**

Services

### **CPV classifications**

- 90910000 - Cleaning services

### **Contract locations**

- UKC - North East (England)
- UKD - North West (England)
- UKE - Yorkshire and the Humber
- UKF - East Midlands (England)

- UKG - West Midlands (England)
- UKH - East of England
- UKI - London
- UKJ - South East (England)
- UKK - South West (England)

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## **Participation**

### **This procurement is reserved for**

UK suppliers

### **Particular suitability**

Small and medium-sized enterprises (SME)

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## **Submission**

### **Enquiry deadline**

1 December 2025, 12:00pm

### **Tender submission deadline**

5 December 2025, 12:00pm

## **Submission address and any special instructions**

<https://www.broadstairs.gov.uk/>

Prospective contractors must not contact councillors or staff to encourage or support their tender outside of the prescribed process.

To be considered, written tenders must be received by the Council in a sealed envelope marked 'Broadstairs & St Peter's Town Council Internal Cleaning Tender' and addressed to the Town Clerk, Broadstairs & St Peter's Town Council, Pierremont Park, Pierremont Hall, Broadstairs, Kent CT10 1JX by 12 noon on Friday 5th December 2025. The envelope should bear no distinguishing marks that would identify the tenderer or email [town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk)

Any tenders received after this time will not be considered.

The Town Council will notify applicants of the outcome of the tender by Wednesday 17th December. The Contract will be subject to references which will be requested following this date.

Payment for services will be made upon the receipt of a satisfactory VAT invoice. Full terms are to be agreed once the contract has been awarded.

If you require further information, please contact the Deputy Town Clerk between 9:30am -2:30pm Monday to Thursday. Tel: 01843 868718 or Email: [town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk)

## **Tenders may be submitted electronically**

Yes

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## **Award criteria**

1. Technical specification - details of experience, proposed approach to works.
2. Completed form showing the total price for each year for the provision of cleaning for all areas of the tender.

3. Evidence of public/employer's liability insurance (minimum of £10 million).
4. Details of similar projects/services undertaken in the past 12 to 24 months, including 2 references who have received a similar service.

#### Evaluation Procedure

Each compliant tender will be evaluated as follows:

Risk Management & Method Statement - PASS/FAIL

Public & Employers Liability Insurance, minimum of £10 million - PASS/FAIL

Two References - PASS/FAIL

Technical Specification - 30 points

Locality - 10 points

Price - 20 points

Ability to provide adequate operatives to provide cleaning services in the event of sickness and annual leave - 20 points

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## Procedure

### Procedure type

Below threshold - open competition

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## Documents

## Associated tender documents

[Cleaning Tender.docx](#)

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## Contracting authority

### Broadstairs & St Peter's Town Council

- Public Procurement Organisation Number: PTNP-2638-VXPP

The Charles Cockerell Suite, Pierremont Hall Pierremont Park, , Pierremont Avenue

Broadstairs

CT10 1JX

United Kingdom

Contact name: Julie Belsey

Telephone: 01843868718

Email: [town.clerk@broadstairs.gov.uk](mailto:town.clerk@broadstairs.gov.uk)

Website: <https://www.broadstairs.gov.uk/>

Region: UKJ44 - East Kent

Organisation type: Public authority - sub-central government